

TO: Board of Education
FROM: Pamela Reed, Superintendent
DATE: October 5, 2026

RE: Personnel Memorandum Licensed

RESOLVE: That the LICENSED SECTION OF THE PERSONNEL MEMO NO. 681 dated October 5, 2026, be approved as recommended by the Superintendent of Schools.

A. LICENSED SECTION

1. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Susan Parades	Part-Time Special Educator/NW	9/28/26



To: Pam Reed

Fr: Melissa Connor, Director

Re: Acceptance of Congressionally Directed Funds

Dt: October 1, 2026

8 Stratton Road
Rutland
Vermont 05701-3724

Tel. 802-770-1033
Fax: 802-770-1066

Over the past two years the Vermont Association of Career Technical Education Directors has been working with Senator Bernie Sanders office on an application for congressionally directed funds to help career and technical education in Vermont. Early this school year we were notified that we would be receiving funds and then each center had to indicate how they would use these funds.

Stafford Technical Center submitted a request for \$120,000 to purchase two vehicles that would be used to transport students to work-based learning sites outside of Rutland City and to bring them to student leadership events. We were approved to purchase a 6-passenger vehicle and a crew cab pick-up truck for this purpose.

We are required to seek approval from both our Regional Advisory Board and our governing board, Rutland City to accept these funds which is what we are requesting with this memo. The Stafford Regional Advisory Board voted unanimously in favor of this at our September meeting held on September 9, 2026.

Additionally, the Stafford Regional Advisory Board also voted unanimously to "authorize Stafford Technical Center Administration to issue a Request for Proposals for the purchase of one six-passenger vehicle and one crew cab pickup truck, and, upon receipt and review of proposals, authorize Stafford Technical Center Administration to recommend the successful vendor(s) to the Rutland City Public Schools Board of School Commissioners for final approval and award." Once we receive approval from our School Commissioners, we will put out a Request for Proposal and bring to you a recommendation at a future board meeting.

We are grateful for this opportunity to use these funds towards the purchase of these two vehicles as it is not a permissible expense for any of our grants and would have had to be funded by our local budget. This is a huge financial relief for us as we enter budget season.

Thank you.

Dedicated to the education and training needs of the Rutland Region.

Serving the following area high schools:

Fair Haven, Poultney, Mill River, Proctor, Mount St. Joseph, Rutland, Otter Valley, West Rutland



October 7, 2026

Subject: Wood Pellet Fuel Supplier Recommendation

Dear Rutland City Board of School Commissioners:

Three vendors were invited to provide costs to supply wood pellets to the Rutland City School District for the 2026-2027 heating season. Two vendors responded with proposals. In addition to price, we considered material quality and dependability of service.

Vendor	Location	\$/ton delivered
Lyme Green Heat	Lyme, New Hampshire	\$ 363. / ton
Bourne Energy	Morristown, Vermont	No Response
Vermont Renewable Fuels	East Dorset, Vermont	\$ 355. / ton

Recommendation:

For Fiscal Year 2027, we request the Board of Commissioners' approval to award the bulk wood pellet supply contract to Lyme Green Heat of Lyme, New Hampshire. Their hardwood blend pellets meet industry standards and can be sourced from two regional suppliers. Lyme Green Heat has served as our supplier for the past two heating seasons, consistently demonstrating prompt and reliable responsiveness to our delivery requests, including next day emergency deliveries.

Although Lyme Green Heat's price is 2.25% higher than Vermont Renewable Fuels' quote, we recommend awarding the contract to Lyme Green Heat based on their demonstrated reliability and ability to consistently meet the district's supply and delivery needs. Our experience with Vermont Renewable Fuels during the 2023–2024 heating season did not provide the same level of service. Given the importance of maintaining a dependable fuel supply to support uninterrupted school operations throughout the heating season, we believe the modest price difference is justified by Lyme Green Heat's proven performance and reliability.

Thank you,

Glenn Scott
Director of Facilities and Transportation
Rutland City Public Schools
156 Porter Place
Rutland, VT. 05701



Policy Governance® Virtual Forum

2026-2027

Nine-Month Cohort

A 9-month virtual forum that builds a statewide cohort of Vermont school board members whose boards have formally adopted Policy Governance. Cohort members sharpen their application of the model and use this network to share resources and learn from one another. Previous knowledge of and experience with Policy Governance is assumed — new members are always welcome.

What to Expect

- Facilitated by nationally certified Policy Governance® trainers
- Nine one-hour virtual sessions throughout the school year
- Submit a topic or question ahead of each session
- Build a peer network to share resources statewide

Who Should Attend

- All current school board members — plus anyone elected or appointed during the year
- The Superintendent and administrative members with connection to Policy Governance implementation
- Full District/SU governance teams — boards and superintendents are encouraged to attend together

Session Dates

6:00–7:00 PM • Second Thursday of the Month

(September session held on the third Thursday, the 17th)

- | | | |
|----------------|---------------|------------|
| • September 17 | • December 10 | • March 11 |
| • October 8 | • January 14 | • April 8 |
| • November 12 | • February 11 | • May 13 |

Cost

\$500 per District/SU for the full year

Includes:

- All current board members, plus anyone elected or appointed during the year
- Superintendent and Assistant Superintendent

When a board chair and superintendent attend any session together, it counts toward the mandated joint training outlined in 16 V.S.A. §561(b).

Rutland City Public Schools

POLICY NUMBER:

B4

Section:

Personnel

Subject: Drug & Alcohol Testing of Transportation Employees

Policy

Rutland City Public Schools shall comply with state and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

The superintendent or designee shall implement procedures to conduct alcohol and drug tests for all safety-sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

Reviewed and Affirmed:

Legal reference: 21 V.S.A. § 511 et seq., 49 C.F.R. Part 40,
49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)

Rutland City Public Schools

POLICY NUMBER:

B7

Section:

Personnel

Subject: Tobacco Prohibition

Policy

It is the policy of Rutland City Public Schools to prohibit the use of tobacco or tobacco substitutes on school or district grounds or at school sponsored functions.

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **School grounds** means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.
2. **Public school sponsored functions** means activities including but not limited to field trips, sporting events, and extracurricular activities and events.
3. **Tobacco product** has the same meaning as set forth in 7 V.S.A. § 1001(3), as amended from time to time.
4. **Tobacco paraphernalia** has the same meaning as set forth in 7 V.S.A. § 1001(7), as amended from time to time.
5. **Tobacco substitutes** has the same meaning as set forth in 7 V.S.A. § 1001(8), as amended from time to time.

Reviewed and Affirmed:

Legal reference: 7 V.S.A. § 1001

Subject: Pupil Privacy Rights**Policy**

It is the policy of Rutland City Public Schools to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)^[2] and Vermont State Board of Education Rules^[3] governing the administration of certain student surveys, analyses or evaluations.^[4]

Administrative Responsibilities

The superintendent or designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy and parents' access to information regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The administrative procedures shall include provisions that address the following legal requirements:^[5]

1. The right of parents of a student to inspect, upon request, surveys created by third parties before the administration of the surveys to the student.
2. Any applicable procedures for granting a request by a parent for access to such survey within reasonable time after a request is received.
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal PPRA.^[6]
4. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.^[7]
5. The administration of physical examinations or screenings that the school district may administer to a student.^[8]
6. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy in the event of such collection, disclosure, or use.^[9]
7. The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information under subparagraph (6) above before the instrument is administered to a student, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request.^[10]
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, annual notice of such policies and procedures; notification and an opportunity for the parent to opt the student out of participation in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing

that information to others for that purpose); notification and an opportunity for the parent to opt the student out of participation in the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment; and notification and an opportunity for the parent to opt the student out of participation in any nonemergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.^[11]

9. The rights of a parent under the PPRA transfer to a student who is 18 years old or an emancipated minor under state law.

[1] This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. § 1232h; Vermont State Board Manual of Rules and Practices, Rule 2113.

[2] See 20 U.S.C. 1232h.

[3] See Vermont State Board of Education Rule 2113.

[4] The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

[5] See 20 U.S.C. §1232h(c)(1).

[6] See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

[7] See 20 U.S.C. §1232h(c)(1)(C).

[8] See 20 U.S.C. §1232h(c)(1)(D).

[9] See 20 U.S.C. §1232h(c)(1)(E).

[10] See 20 U.S.C. §1232h(c)(1)(F)

[11] See 20 U.S.C. §1232h(c)(2).

Reviewed and Affirmed:

Legal reference: Federal Protection of Pupil Rights Act

Subject: Use of Restraint and Seclusion

Section 1. Statement of Purpose

It is the policy of Rutland City Public Schools that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the district's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in district schools. This policy is further intended to assist in creating a common understanding within the district of appropriate interventions by district staff.

Section 2. Definitions

The following terms are defined in State Board Rule 4500.3 and shall apply to this policy.¹

- 2.1 Behavioral Intervention Plan
- 2.2 Chemical Restraint
- 2.3 Functional Behavioral Assessment
- 2.4 Mechanical Restraint
- 2.5 Parent
- 2.6 Physical Escort
- 2.7 Physical Restraint
- 2.8 Positive Behavioral Interventions and Supports
- 2.9 Prone Physical Restraint
- 2.10 School
- 2.11 School Personnel
- 2.12 Seclusion
- 2.13 Substantial Risk
- 2.14 Supine Physical Restraint
- 2.15 Student

Section 3. Policy

The superintendent or designee shall develop administrative procedures to ensure district compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components:

1. Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.²
2. Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.³

¹ Each of the terms defined in this model policy is defined in State Board Rule 4500.3.

² See Vermont State Board of Education Manual of Rules and Practices Rule 4501.1.

³ See SBE Rule 4501.2.

3. Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.⁴
4. Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.⁵
5. Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Secretary of the Vermont Agency of Education under circumstances and within the time limitations required by State Board of Education rules.⁶
6. Processes to ensure that each school in the district maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.⁷
7. Procedures to ensure that each school in the district union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.⁸
8. Annual notification procedures to ensure that each school in the district informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.⁹
9. Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving

⁴ See SBE Rule 4502.

⁵ See SBE Rules 4502.3 and 4502.4.

⁶ See SBE Rule 4503.

⁷ See SBE Rule 4504.

⁸ See SBE Rule 4505.

⁹ See SBE Rule 4506.

Rutland City Public Schools

POLICY NUMBER:

C70

Section:

Students

complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).¹⁰

Section 4. Implementation

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Agency of Education unless a plan is submitted to the Secretary of Education demonstrating how a training program not recommended by the Agency of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.¹¹

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include any recommendations for changes, if any, related to school district/supervisory union policies or procedures.¹²

Reviewed and Affirmed:

Legal reference: Vermont State Board of Education Rule 4500-4510, 16 V.S.A. 563

¹⁰ See SBE Rule 4507

¹¹ See SBE Rule 4509, 4510.

¹² 16 V.S.A. 563 authorizes, but does not require, boards to approve administrative rules and regulations. Likewise, the provision for annual reports from the superintendent in this model policy is not required by state law.

Rutland City Public Schools

POLICY NUMBER:

D4

Section:

Instruction

Subject: Title One Comparability

Policy

If a school in Rutland City Public Schools becomes eligible to receive Title I funds, the school district shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

Reviewed and Affirmed:

Legal reference: 20 USC §6321(c)
20 USC 7801(26) (LEA defined)
Vermont Agency of Education CFP Comparability Guidance



TO: Board of School Commissioners & Superintendent Pam Reed

FROM: Bianca McKeen

DATE: October 5, 2026

RE: Policy for First Reading

Please find a policy with updates being presented for first reading:

B8 Electronic Communication between Employees and Students

The Agency of Education revised and issued changes to its model policy on Friday, September 18th. Changes include:

1. "Private Conversation" and "Public Posts" were added to Definitions, and the definition of "Student" was revised.
2. Revisions to II.A "Inappropriate content of an electronic communication."
3. Revisions and reordering of IV. Enforcement Responsibilities.

A redline copy is included for consideration for first reading.

SUBJECT: Electronic Communications between Employees & Students

I. Statement of Policy

The Rutland City Public School District (District) recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. ~~Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the District recognizes employees and students can be vulnerable in electronic communications.~~

In accordance with Act 5 of (2018), enacted to prevent the exploitation of student, this policy establishes guidelines for appropriate electronic communications between school Employees and Students. ~~is adopted to provide guidance and direction to District employees to prevent improper electronic communications between employees and students.~~

II. Definitions. For purposes of this policy, the following definitions apply:

- A. **Electronic communication.** Electronic communication is any ~~exchange of messages using devices~~ ~~computer-mediated communication~~ in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, ~~direct messaging, scheduling applications~~, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.
- B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, X (former Twitter) ~~Twitter~~, Instagram, ~~Snapchat~~, YouTube, and Google+.
- C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment with the District, an agent of the ~~school or~~ District, ~~or~~ a member of the Board of School Commissioners ~~(Board)~~, and including school district employees.
- D. **D. Private Communication:** Electronic communications that are directed towards one person or small group of people on an approved platform.
- E. **Public Posts:** Electronic communications that are directed towards one person or small group of people.
- D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 12 operated by the district.

III. Policy on Electronic Communication Between Students and Employees.

Rutland City Public Schools

POLICY NUMBER B8
Section: Personnel

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

A.

Inappropriate content of an electronic communication.

Inappropriate content of an electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual ~~inuendo~~overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are ~~harassing~~, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused and
8. ~~Private communications between an employee and a student between the hours of 10 p.m. and 6 a.m. This restriction does not apply to public posts.~~

- B. **Procedures.** The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

IV. ~~IV. Administrative Responsibilities~~

A. ~~Employee communications violation of this policy.~~

~~School, school district, and supervisory union staff shall be prohibited from utilizing social media for communication with students directly unless the program or platform is approved for such communication by the school district or independent school; provided, however, that any approved communication program or platform shall allow school officials to archive all communications and prevent all communications from being edited or deleted once a communication has been sent. School, school district, and supervisory union staff shall also refrain from requiring students to use social media for out-of-school academic work, school sports, extracurricular clubs, or any other out-of-school school sponsored activities. In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student or student's guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type of inappropriate communication was sent by the employee with a copy of the communication, if possible. Inappropriate electronic communications by an employee may result in appropriate disciplinary action.~~

Rutland City Public Schools

POLICY NUMBER B8
Section: Personnel

~~Enforcement Responsibilities~~

~~A. Student communications violation of this policy.~~

B. Student violation of this policy.

In the event a student sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication (Report) to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student ~~communications~~ violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

~~B. Employee communications violation of this policy.~~

~~In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication (Report) to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type of inappropriate communication was sent by the employee with a copy of the communication, if possible. Inappropriate electronic communications by an employee may result in appropriate disciplinary action.~~

C. Applicability.

The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.).

D. Other district policies.

Improper electronic communications ~~that~~ may also constitute violations of other policies of the district, (i.e. unwelcome sexual conduct, may also constitute a violation of the school's separate policy on the Prevention of Harassment, Hazing and Bullying of Students. ~~Complaints regarding such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing and Bullying of Students and/ or the Policy for the Prevention of Sexual Harassment as Prohibited by Title IX.)~~ Complaints of such behavior should be directed as set forth in those separate policies and procedures.

Rutland City Public Schools

POLICY NUMBER B8
Section: Personnel

V. Reporting to Other Agencies

A. Reports to the Vermont Department of Children and Families [DCF].

When behaviors ~~violate~~ ~~violative of~~ this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

B. **Reports to Vermont Agency of Education [ACE].** ~~Accordingly,~~ If behaviors violative of that violate this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.

C. **Reporting Incidents to the Police.** Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.

D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the Policy on the Prevention of Harassment, Hazing and Bullying, to pursue and complete an investigation upon receipt of notice of conduct which may constitute a policy violation.

Date Warned: 10/13/20

Date Adopted: 11/10/20

Legal 2018 Acts and Resolves No. 5 (located at

Reference(s): AOE Model Policy B8 Electronic Communication between Employees and Students

<https://legislature.vermont.gov/Documents/2018.1/Docs/ACTS/ACT005/ACT005%20As%20Enacted.pdf>